



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Manager of Logistics (Administrator III)

SALARY:	\$49,899.00 - \$80,078.00 Annually
OPENING DATE:	06/19/15
CLOSING DATE:	07/06/15 11:59 PM

RECRUITMENT & EXAMINATION ANNOUNCEMENT
MARYLAND PORT ADMINISTRATION
**** Open to All Qualified Candidates ****

POSITION SPECIFIC RECRUITMENT

*This is a position specific recruitment, and is open to anyone who meets the **minimum and selective qualifications*** listed below. The resulting list of eligibles will be used to fill this MPA position or function only. You will need to reapply for any future recruitment conducted for this job classification.*

The Maryland Port Administration (MPA) is an agency of the Maryland Department of Transportation (MDOT). Its mission is to stimulate the flow of waterborne commerce through the State of Maryland in a manner that provides economic benefit and homeland security to the citizens of the State of Maryland. As the public port authority in Baltimore, the MPA not only owns and operates marine terminals, but also interfaces with stakeholders across the entire public and private spectrum, including but not limited to: shipping lines, cargo interests, agents and forwarders, stevedores and terminal operating companies, the International Longshoremen Association, private terminals, federal agencies such as the U.S. Army Corps of Engineers, and city, county and state governments. The MPA is committed to retaining and expanding our work force through career growth and development.

POSITION DUTIES: This position will function as the manager of logistics, a senior managerial position within the MPA's Operations Division. The position provides assistance in the daily oversight of the movement of cargo through the Port of Baltimore via truck and rail, assists in formulating and implementing programs and procedures that keep the Port's public marine terminals competitive in the market, and assists in establishing and overseeing logistical policy for all rail and truck activity on the terminals. This position has responsibility that enables the Maryland Port Administration to maintain, improve and plan for the movement of cargo on all public marine terminals. As a senior manager in logistics, this position is also directly involved in the cruise operation, ensuring the safe, secure and efficient movement of passengers and cargo for the cruise ships, and also works closely with the MPA's Engineering Division in the planning and execution of projects that affect both cargo and cruise passengers. This position is classified as emergency essential, and the incumbent must be available 24/7 to respond to emergency situations.

MINIMUM QUALIFICATIONS:

Education: Possession of a Bachelor's degree from an accredited college or university.

Experience: Five (5) years of experience in administrative or professional work. One (1) year of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

This experience must include at least four (4) years working in truck and/or rail logistics in a transportation environment. **

*** This statement contains a selective qualification, which is more focused in scope than the minimum qualifications for this classification. Selective qualifications are utilized when the position requires specific or additional bona fide occupational qualifications (i.e., knowledge, skill or ability).*

Notes:

1. Additional experience in administrative or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

LICENSES:

Employees in this position will be assigned duties that require the operation of a motor vehicle. Therefore, employees must possess a Class C motor vehicle operator's license valid in the State of Maryland.

TO APPLY: You must complete an MDOT (DTS-1) application for this recruitment. Resumes cannot be substituted for the MDOT application form. The examination for this recruitment may be an evaluation and rating of the information you provide on your application. Therefore, it is important that you provide complete and accurate information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position for which you are applying. For an application, please go to www.mdot.maryland.gov/Employment/application, or call 410-385-4446. Selected candidate may be subject to background and reference checks.

You may apply on-line at www.mdot.maryland.gov/Employment.

Or you can mail your application to:

Maryland Port Administration
Human Resources Department
401 East Pratt Street, Suite 253
Baltimore, Maryland 21202
Attention: Recruitment Manager

Your application must be received by July 2, 2015. Postmarks will not be accepted. Applications sent without sufficient postage will not be accepted and will be returned. Applications sent through interoffice mail that are not received by the closing date will not be accepted.

The individual selected for this position must obtain a Transportation Worker Identification Credential (TWIC) Card when they start work with the MPA. A TWIC card is required of all maritime personnel. For information on how to apply for a TWIC card, please go to www.tsa.gov/twic.

Appropriate aides and services for qualified individuals with disabilities will be provided upon request. Notify the HR Office at 410-385-4446, or the Maryland Relay Service at 1-800-735-2258.

Note: The Maryland Department of Transportation is not sponsoring new employees in application of the H-1B Visa at this time. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

The incumbent in this position may be a member of a covered bargaining unit and, may be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Issue Date: 6/19/2015